

## DEPENDENT ELIGIBILITY DOCUMENTATION REQUIREMENTS

DEPENDENTS	DOCUMENTATION REQUIRED
For Spouse	<ul style="list-style-type: none"> <li>• Copy of Marriage Certificate. If previously married, death certificate or divorce decree.</li> </ul>
For Removal of Spouse/Child	<ul style="list-style-type: none"> <li>• None at Open Enrollment. Court Decree <b>within 31 days</b> of Decree during the contract year.</li> </ul>
For Natural Child(ren)	<ul style="list-style-type: none"> <li>• Child's Birth Certificate (showing a parent-child relationship to retiree and /or spouse)</li> </ul>
For Adopted Child(ren)	<ul style="list-style-type: none"> <li>• Placement Papers signed by the Courts.</li> </ul>
For Disabled Child (26 yrs and older)	<ul style="list-style-type: none"> <li>• Physician Verification of permanent disability.</li> </ul>
Foreign Adoptions	<ul style="list-style-type: none"> <li>• Adoption Papers signed by the Courts</li> <li>• Visa showing date of entry to USA.</li> </ul>
For Step Child(ren)	<ul style="list-style-type: none"> <li>• Child's Birth Certificate (showing parent-child relationship with retiree's spouse).</li> <li>• Copy of Marriage Certificate.</li> </ul>
For Court-Ordered Support	<ul style="list-style-type: none"> <li>• State Affidavit.</li> <li>• Copy of signed Court Order requiring retiree to provide support for health coverage.</li> </ul>
For Guardianship	<ul style="list-style-type: none"> <li>• Court ordered guardianship deemed permanent for insurance purposes.</li> </ul>
For Domestic Partner	<ul style="list-style-type: none"> <li>• City of Atlanta Affidavit of Financial Reliance (Notarized) within 31 days of approval.</li> </ul>
For Termination of Domestic Partner	<ul style="list-style-type: none"> <li>• None at Open Enrollment. City of Atlanta Notice of Termination <b>within 31 days</b> of termination during the contract year.</li> </ul>

*Social Security number and date of birth must be provided for all dependents. Failure to submit the dependent's Social Security number will result in termination/denial of coverage (exceptions: newborns age 6 months or less).*

*Documentation also applies to life insurance coverage.*

*No documentation is required at Open Enrollment to delete a dependent.*

*All documentation should contain the employee's name and Social Security number.*